

# EXPIRED INITIAL TEACHER CERTIFICATE CONTINUATION REQUEST



**INSTRUCTIONS:** Expired Two-year, Program Enrollment and Out-of-State Initial teacher certificates can be continued if three years have not elapsed since the issue date of the original certificate and the missing requirement(s) have been satisfied. To be eligible for the continuation of these types of Initial teacher certificates, the document(s) needed to satisfy the missing requirement(s) must be submitted with this request or be on file with the Teacher Certification office.

The continued Initial teacher certificate will be valid from the date when the continuation request form and the supporting documentation are received by the Teacher Certification office. Depending on the requirements that are satisfied at the time of the continuation request, the expiration date of the continued certificate will be the date one year or two years from the expiration date of the original expired certificate.

Individuals with expired Two-year Initial teacher certificates or expired Program Enrollment Initial teacher certificates in their second year may be eligible for a Second Initial or a Professional teacher certificate if the requirements for continuation of their expired Initial teacher certificates have been met. Review the requirements for the Second Initial and the Professional Teacher certificate applications at <http://www.eed.state.ak.us/teachercertification/teach02.html>. Contact the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) if you have any questions.

**The Initial Reemployment and the Second Initial teacher certificates are not eligible for a continuation request. Individuals holding these certificates must satisfy all requirements and apply for a [Professional teacher certificate](#).**

## PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER			
MAILING ADDRESS		CITY	STATE	ZIP CODE		
HOME PHONE NUMBER		WORK PHONE NUMBER		GENDER		
EMAIL ADDRESS						
BIRTHDATE (MM-DD-YYYY)		FORMER LAST NAME(S)		HIGHEST EDUCATIONAL DEGREE		

**It is the responsibility of the applicant to maintain current information, including name and mailing address, on file with the teacher certification office. All name changes must be supported with a photocopy of the legal document verifying the change.**

## CERTIFICATE INFORMATION

Provide the following information about the expired Initial certificate you are requesting to be continued.

- Initial/Out-of-State    
  Initial/Program Enrollment    
  Initial/2-year

Issue Date: \_\_\_\_\_ Expiration Date\*\* : \_\_\_\_\_

\*\* If your Initial certificate has not expired you may be eligible for a no cost extension. Contact the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) if you have any questions.

## DOCUMENTS REQUIRED FOR CONTINUATION

Indicate which documents you are submitting or have submitted to the Teacher Certification office to satisfy the missing requirements:

Out of State		<input type="checkbox"/> Official score report of an approved <a href="#">basic competency exam</a> (e.g. Praxis I, WEST-B, C-BEST, etc.), and <input type="checkbox"/> <a href="#">Institutional recommendation, state recommendation, or program enrollment form</a>
1 <sup>st</sup> Yr. Program Enrollment		<input type="checkbox"/> Updated, <a href="#">official transcripts</a> showing progress in your program, and <input type="checkbox"/> Updated <a href="#">program enrollment form, institutional recommendation, or state recommendation</a>
2 <sup>nd</sup> Yr. Program Enrollment		<input type="checkbox"/> Updated, <a href="#">official transcripts</a> showing completion of your program, <input type="checkbox"/> <a href="#">Institutional or state recommendation</a> , <input type="checkbox"/> <a href="#">Official transcripts</a> showing the completion of an <a href="#">approved Alaska studies course</a> , and <input type="checkbox"/> <a href="#">Official transcripts</a> showing the completion of an <a href="#">approved Alaska multi-cultural course</a>
2 yr. Initial		If the basic competency exam and institutional/state recommendation requirements have been satisfied, the completion of the two required courses will allow for an Initial Teacher certificate to be continued for the third year.  <input type="checkbox"/> <a href="#">Official transcripts</a> showing the completion of an <a href="#">approved Alaska studies course</a> , and <input type="checkbox"/> <a href="#">Official transcripts</a> showing the completion of an <a href="#">approved Alaska multi-cultural course</a>

  
**EXPIRED INITIAL TEACHER CERTIFICATE  
CONTINUATION REQUEST**

**FEE SCHEDULE**

The fee for the continuation Initial certificate is \$125.00. You may pay with a cashier's check (payable to EED), money order, credit card or debit card (Visa, Discovery or MasterCard). Fees are non-refundable. **Personal checks will not be accepted.**

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AMOUNT

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CREDIT CARD NUMBER

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EXPIRATION DATE (MM/YY)

NAME ON CREDIT CARD

CARDHOLDER'S SIGNATURE

**IMPORTANT NOTES**

**INITIAL/OUT-OF-STATE CONTINUATION**

Within two years from the issue date of your original Initial teacher certificate, official transcripts showing the completion of 3 semester hours of [approved Alaska Studies coursework](#) and 3 semester hours of [approved Alaska Multicultural coursework](#) must be received by the Teacher Certification office. Upon receipt of official transcripts showing the completion of the required coursework, your continued Initial certificate will be extended for one additional year. **If you do not satisfy the Alaska Studies and Alaska Multicultural requirement, your certificate will expire and you will not be eligible to teach in an Alaska public school nor apply for an additional Alaska teacher certificate.**

**INITIAL/1<sup>st</sup> YEAR PROGRAM ENROLLMENT CONTINUATION**

Within two years from the issue date of your original Initial teacher certificate, [official transcripts](#) and an [Institutional Recommendation](#) showing the completion of a teacher preparation program must be received by the Teacher Certification office. In addition, your transcripts must document the completion of 3 semester hours of [approved Alaska Studies coursework](#) and 3 semester hours of [approved Alaska Multicultural coursework](#). Upon receipt of the transcripts and recommendation, your continued Initial certificate will be extended for one additional year. **If you do not satisfy the Alaska Studies and Alaska Multicultural requirement or do not complete your teacher preparation program, your certificate will expire and you will not be eligible to teach in an Alaska public school nor apply for an additional Alaska teacher certificate.**

**ALL OTHER INITIAL CONTINUATIONS**

The next steps in Alaska teacher certification is qualifying and applying for a Professional teacher certificate. To qualify for the Professional teacher certificate, in addition to the requirements you have already satisfied, you will need two years of teaching experience while holding a valid teacher certificate, passing scores on an [approved content area exam](#) (e.g. Praxis II), and six semester hours of college coursework within the five years prior to the date you apply for your Professional certificate. If you unable to satisfy the experience or the content are exam requirements, you may be eligible to apply for a Second Initial Teacher certificate. The applications for the Professional and Second Initial Teacher certificates are available at <http://www.eed.state.ak.us/teachercertification/teach02.html>.

**SIGNATURE**

I have read the **IMPORTANT NOTES** concerning the continuation of my Initial certificate for which I am applying. I understand the requirements and timeline to keep my Initial certificate current and qualify for a Professional certificate. If I do not satisfy the requirements, I understand that I will no longer hold Alaska teacher certification and will not be eligible to hold a certified teaching position in an Alaska public school.

I certify under penalty of perjury that the statements made by me on this continuation request form are true and correct to the best of my knowledge. Further, I acknowledge that I have read and will adhere to the **State of Alaska Code of Ethics of the Education Profession**. This becomes part of my official record.

SIGNATURE OF APPLICANT

DATE

**SUBMIT YOUR REQUEST**

The continuation request form and supporting documents may be mailed to the Teacher Certification office at the following address:

**Department of Education & Early Development  
Teacher Education & Certification**  
801 West 10th Street, Suite 200  
PO Box 110500  
Juneau, AK 99811-0500

Email the Teacher Certification office at [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) to verify that your supporting documents are on file BEFORE you submit the continuation request form. If you would like your original documents (i.e. original score report) to be returned, you must include a self-addressed, stamped envelope with your continuation request packet.

If your supporting documents are on file with the Teacher Certification office and you are paying with a credit or debit card, you may email the completed request form to [tcwebmail@alaska.gov](mailto:tcwebmail@alaska.gov) or fax it to (907) 465-2441.